

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 300 PERSONNEL</b>	<b>SUPERSEDES: AR 324 (10/27/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 324 EMPLOYEE MANAGEMENT RELATIONS TEMP</b>	<b>EFFECTIVE DATE: 12/17/03</b>

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### MANDATORY REVIEW DATE

10/27/04

## **PURPOSE**

To provide employees a method in which they can present and discuss work related issues outside of the employee grievance process.

To provide for improved communications with management.

To provide a method to develop recommendations regarding the improvement of departmental personnel practices that affect the work group.

## **AUTHORITY**

NRS 209.131

## **RESPONSIBILITY**

It is the responsibility of all staff to maintain effective communication with the appointing authorities, supervisors, and co-workers of the Department.

It is the responsibility of the Warden/Division Head for implementing operational control of the Employee Management Relations Committee.

## **DEFINITIONS**

**APPOINTING AUTHORITIES** – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and Correctional Programs Division Administrator.

**DEPARTMENT** – The Nevada Department of Corrections.

**DIRECTOR** – The Director of the Nevada Department of Corrections.

**DIVISION HEAD** – Those individuals responsible for the major divisions of the Department; such as Personnel, EEO/Professional Development, Inmates Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores, Medical.

**EMPLOYEE** – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

**EMPLOYEE RELATIONS AND DEVELOPMENT ADMINISTRATOR** – The Director designed who is responsible to supervise employee relations within the Department. The Equal Employment Opportunity Officer in the Southern region has been designated this assignment.

**STATE DEPARTMENT OF PERSONNEL** – The Nevada State Department of Personnel.

**SUPERVISOR** – An employee of the Department that provides supervision and has first line supervisory authority, and is responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

## **APPLICABILITY**

This regulation applies to all employees of the Department.

## **PROCEDURES**

### **324.01 EMPLOYEE MANAGEMENT COMMUNICATION**

1.1 Wardens/Division Heads or Designees shall routinely meet with employees from the various workstations. All supervisory staff is expected to routinely tour and inspect the different workstations of their employees.

1.2 Wardens/Division Heads may conduct staff meetings as necessary. Minutes will be taken and a copy of the minutes will be forwarded to all appropriate Assistant Directors.

1.3 The Warden/Division Heads will also ensure that community work sites are regularly and routinely visited by designated staff members and that reports are prepared on these visits and submitted to all appropriate Assistant Directors.

1.4 All institutions will have suggestion boxes placed in an area accessible to their staff. The boxes will be locked and only the Warden will have the key. The suggestions will be retrieved on a weekly basis.

1.5 Central Administration will have a suggestion box at the Silver Sage and Stewart locations, and the Director/designee will have the key. The suggestions will be retrieved on a weekly basis.

1.6 Wardens/Division Heads will ensure that their staff are made aware of the location of the suggestion boxes.

1.7 All suggestions will be reviewed in a timely manner and shall be kept confidential.

### **324.02 EMPLOYEE/MANAGEMENT RELATIONS COMMITTEE (EMRC)**

1.1 The EMRC is not intended to disallow, infringe, impede or substitute in any way the rights of employees to any formal grievance procedure. Nor does it create or imply a liberty interest, or any other interest, including employment, or right on behalf of any current, former, or future employee.

1.2 The EMRC may be involved in, but not limited to, the following issues:

- Safety of employees;
- Methods for performing tasks;
- Work duplication;
- Methods used for performance evaluations, development of work standards, shift and overtime assignments, prioritizing leave requests and other related methods used in the management of personnel;
- Methods to improve morale and promote understanding between employees and the Department;
- Methods to improve the quality of services, work products, and job related training needs;
- Operational procedures;

- Equipment needs; and
- New policies that are being implemented or requiring change at the institution.

1.3 The EMRC may not be involved in Title VII (EEO) issues.

1.3.1 Title VII issues include: sexual harassment, discrimination based on gender, race, religion, age, national origin, and/or disability.

1.3.2 Title VII issues must be forwarded to either the Department EEO Office of the State Department of Personnel Investigative Unit for action.

1.4 The EMRC should limit its efforts to work related issues or concerns, committee make up, and the scope of the Department's mission and responsibilities.

1.5 The EMRC may set up work groups as well as utilize committee members in reviewing and rescheduling issues.

1.6 Department Responsibilities and Personal Protection:

1.6.1 The committee must always be aware of the personal and personnel rights of every employee. The EMRC will not involve itself in personal attacks on any employee, inmate, or NDOC official.

1.6.2 The Department is legally required to carry out certain responsibilities. As such, the committee is prohibited from discussing:

1.6.2.1 The character, honesty or job performance of any individual employee.

1.6.2.2 Individual performance evaluations, individual work performance standards, discipline of an individual employee, resolution of formal grievances and the promotion, non-promotion or hiring of any individual employee.

1.7 The Warden\Division Head has the final decision making power on all issues.

1.8 EMRC membership shall be made up of a broad range of employees designated by the Warden/Division Head. Members of this committee may include, but not limited to:

- Chairperson/Warden/Division Head;
- AWO;
- AWP;

- Facility Manager;
- Correctional Lieutenant;
- Correctional Casework Specialist;
- Medical representative;
- Supervisory Staff;
- Employee Relations and Development Administrator;
- Any other staff employee deemed necessary by the Warden/Division Head; and
- Designated Employee Association representatives.

#### 1.9 Employee/Management Relations Committee Meetings

1.9.1 The EMRC shall meet at least once every three months.

1.9.1.1 The date and time of meeting will be posted in conspicuous places for all staff.

1.9.1.2 This notice will be posted at least two weeks prior to the meeting.

#### 1.10 Issue Review Process

1.10.1 Any employee having an issue(s) they wish to present shall submit to any committee member, in writing, a brief, concise outline with an estimated time outline required for presentation using the Issue Review Form DOC-1045.

1.10.2 This request for presentation must be submitted at least five working days prior to the next scheduled meeting.

1.10.3 The committee member receiving this request shall:

1.10.3.1 Ensure all committee members receive a copy of the Issue Review Form DOC-1045 at least three working days prior to the scheduled meeting.

1.10.3.2 Note date/time form was received.

1.10.4 A committee member may present an issue to the committee on the Issue Review Form DOC-1045.

1.10.5 Upon presentation of issues, investigation of facts, interviewing of witnesses present, and objective evaluation, the committee shall:

1.10.5.1 Send a copy to the Employee Relations Coordinator,

1.10.5.2 Render an immediate suggestion of remedy, or

1.10.5.3 Take under consideration and render their suggestion of remedy within 48-hours to the Warden/Division Head.

#### 1.11 Attendance

1.11.1 The meeting will be open only to Department employees to observe on their own time.

1.11.2 Each regular member has an obligation to arrange for an alternate member to attend a meeting in their absence.

1.11.2.1 Alternate members will participate in the committee's business for that meeting.

1.11.2.2 The Warden/Division Head will be notified at least three working days in advance of any changes.

1.11.3 Regular members have an obligation to keep their alternate members informed of previous proceedings.

1.11.4 Overtime may be authorized for committee members and/or their alternative when participating for a committee meeting.

1.11.5 Employees are not authorized over time to present an issue before the EMRC.

1.11.6 Employees on duty at time of the EMRC meeting, may be relieved to present their issue.

1.11.7 If the employee chooses, they may have a committee member present the issue(s).

#### 1.12 Conduct of Meetings

1.12.1 Each meeting date, time and location will be established at the end of each EMRC meeting.

1.12.2 For voting purposes a quorum will consist of a majority of the members/alternates.

1.12.3 Each member of the Committee will receive a copy of the minutes and a new agenda two weeks prior to the next meeting.

1.12.4 Each meeting shall follow a consistent format of :

- Role Call/Sign-in Sheet;
- Approval of the Minutes;
- Agenda items;
- Old business; and
- Date, time, location of next meeting.

## REFERENCES

None

## ATTACHMENTS

Employee/Management Relations Committee, Issue Review Form, DOC-1045.

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**                                XX  
                                 Yes                      No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**